

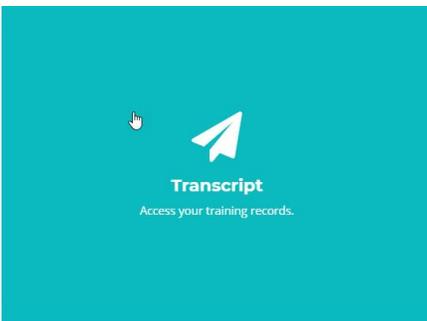
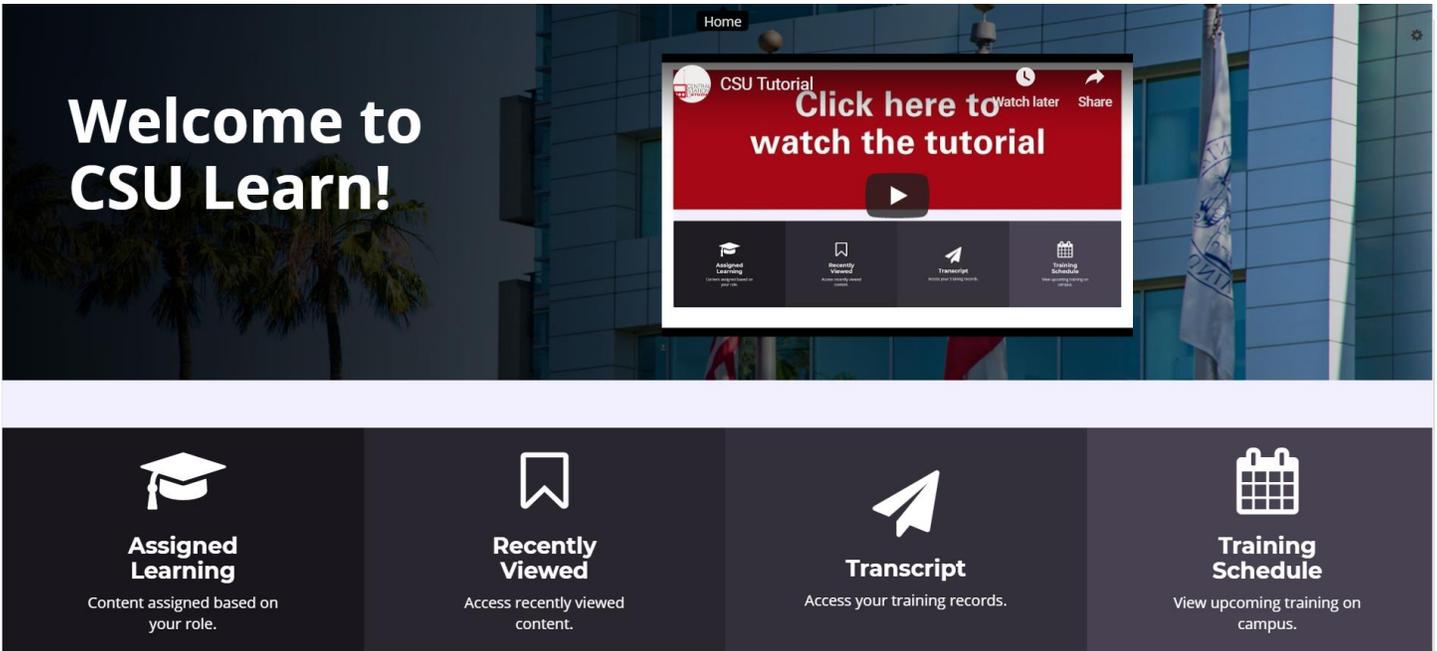
Printing Certificates

Need-to-know

- Certificates are one way to confirm completion for an activity (the other is reporting)
- Users can print a certificate under the Transcript tile on their dashboard
- Administrators can print ALL certificates for an activity

How to Print a Certificate from Transcript (as a User)

1. On the home dashboard, click the Transcript Tile



2. On the Transcript page you will find completed training with a certification icon to the left of the title.

Activity	Code	Estimated Credit Hours	Start Date	Completion Date
 Course: Crafting Leadership Interventions	_scorm12_spcentralsta_cs_u_talent_wc_crafting_leader		7/22/2019	7/22/2019

3. Click on the certificate icon to view, save, or print the certificate.

NOTE: Always click the **PRINT** option to either print out a copy OR save to PDF. **DO NOT CLICK ON THE PRINT TO PDF OPTION.**

TIP: If you do not see a completed activity, change the Date Range to ALL to see all completed training records

Select a year or date range to filter completed training records.

Date Range

All

2019

Date Range

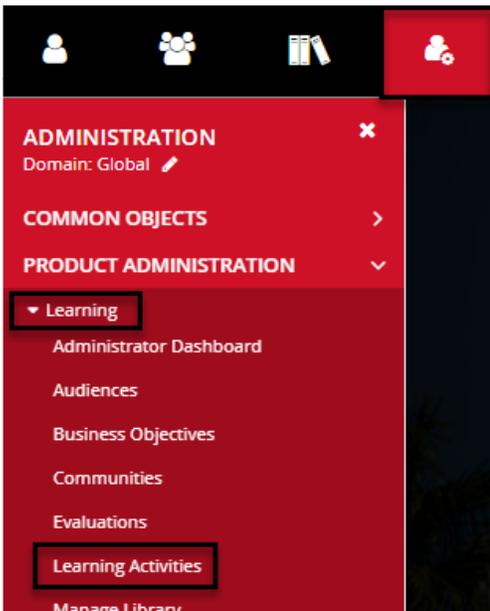
End Date

3/12/2019 06:20pm

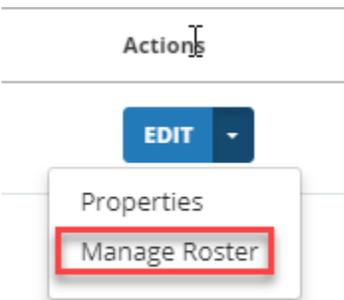
REFRESH

How to Print a Certificate for an Activity (as an Admin)

1. Go to Admin > Product Administration > Learning > Learning Activity



2. Search for the Learning Activity, click on the down arrow of the edit button under the Actions column and select “Manage Roster”.



3. Under the Reports section on the left of side of your screen, click on “Activity Certification Diploma”. It will pull all certifications for this certification, where you can view, save, or print.

Reports



- [Activity Sign-in Sheet](#)
- [Activity Completion Diploma](#)
- [Activity Name Tent](#)
- [Activity Evaluations](#)